

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DPS1008715  
POSITION NO: 201003  
POSITION TITLE: \_\_\_\_\_

DATE POSTED: 05/19/14  
CLOSING DATE: OUF

DEPARTMENT NAME / WORKSITE: Emergency Services Liaison  
Department of Emergency Management / Window Rock, AZ

WORK DAYS: <u>Mon - Fri</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>Y59A</u>
WORK HOURS: <u>8am to 5pm</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____	\$ <u>25,500.80</u> PER ANNUM
	SEASONAL: <input type="checkbox"/> Duration: _____	\$ <u>12.26</u> PER HOUR
	TEMPORARY: <input type="checkbox"/> _____	

**DUTIES AND RESPONSIBILITIES:**

Under supervision of department Director and assistant to department Coordinator in performing daily operations of the office and emergency operations center. Performs work of moderate difficulty in coordinating emergency management assistance that are required for an emergency management team: researches and requests for service equipment; establishes and coordinates efforts, resources, and communicates directly with all emergency relief personnel during emergency response activities. Responds to disaster or emergency calls. Conducts interviews, presentations, and assists in training sessions provided by other agencies in emergency management. Monitors and evaluates assessments made by department personnel, local chapters, general public, community representatives, and tribal/state/federal officials. Assists with the organization and training of communities, schools, and other groups in areas of mitigation, emergency preparedness, response, recovery, and prevention. Maintains records relevant to information pertaining to damage or loss control. Initiates contact with local organizations, churches, and chapters to organize shelters and mass care operations. Attends meetings and training sessions related to emergency management. Physical ability to load, unload, and transport supplies/materials/equipment during disaster incidents in inclement weather conditions. Work cooperatively with public, chapters, safety officials and other agencies able to perform duties beyond the regular business hours during emergency events. Performs other tasks as assigned.

**QUALIFICATION REQUIREMENTS: Education, Experience and Training)**

**Minimum Qualifications:**

- A high school diploma or GED; and three (3) years of experience providing coordination and development efforts of emergency management and purpose.

**Preferred Qualifications:**

- Associate's degree in Emergency Services, Emergency Preparedness, Fire Science, Community Health or related fields.
- First Responder training or any Public Safety related field.
- Incident Command System (ICS) Certification.

**Special Requirements:**

- A favorable background investigation.
- Possess a valid state driver's license.

**Special Knowledge, Skills and Abilities:**

Knowledge of the principles and practices of local, state and federal emergency management systems. Knowledge of laws governing public safety, emergency management and the Navajo Nation. Skill in establishing and maintaining effective relationships. Skill in time management. Ability to communicate in both the English and Navajo languages. Ability to lift 50 lbs or more.

***THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.***